

# **CITY OF AUGUSTA**

## **Department of Public Schools**

### **JOB DESCRIPTION**

**TITLE:** DEAN OF STUDENTS

**REPORTS TO:** Building Principal

**JOB GOAL:** To support students, staff, and administration to ensure student education goals are met.

#### **QUALIFICATIONS:**

1. A minimum of three years of successful classroom teaching experience;
2. Master's degree or working towards a master's degree;
3. Demonstrated ability to work well with students and parents;
4. Successful experience managing student discipline

#### **PERFORMANCE RESPONSIBILITIES:**

- Oversees the building discipline program.
- Provides consistent behavior and discipline interventions.
- Manages truancy interventions and plans.
- Works collaboratively with parents and students.
- Coordinates ADA 504 accommodation meetings.
- Coordinates Child Study/Response to Intervention meetings.
- Maintains all necessary paperwork.
- Completes classroom walk throughs.
- Oversees student incentive programs.
- Attends IEP meetings as needed.
- Participates in Safety Care training.
- Collaborates with school counselor, nurse and project pride staff member on student issues.
- Collaborates on student data meetings.
- Completes all other duties assigned by the building principal.

#### **TERMS OF EMPLOYMENT:**

School Calendar year, including 5 additional days

Per negotiated Augusta Educators' Association

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

- External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodations to be determined by management on a case by case basis.

Approved by: James Anastase  
Superintendent of Schools

Date: 8/9/19